

**SENIOR EXECUTIVE SERVICE
VACANCY ANNOUNCEMENT**

**Broadcasting Board of Governors
Washington, DC 20237**

**VACANCY NUMBER: ERB-10-01
OPENING DATE: March 30, 2010
CLOSING DATE: April 30, 2010**

POSITION: Deputy Chief Financial Officer, ES-560

LOCATION: Broadcasting Board of Governors, Office of the Chief
Financial Officer

AREA OF CONSIDERATION: All Qualified Applicants
(Federal/Non-Federal, Status/Non-Status)

As a result of U.S. Mail delays in the Washington, DC Metropolitan Area, **WE STRONGLY SUGGEST** that you fax, hand deliver, or use a private delivery/courier service when you submit your application to ensure it is received by the closing date of the announcement. Please be advised that applications submitted via the U.S. Postal Service MAY NOT be received in a sufficiently timely manner to be considered.

SENIOR EXECUTIVE SERVICE (SES) INFORMATION:

- Salaries for SES positions range from \$119,554 to \$179,700.
- Persons newly selected for appointment to an SES position must have their managerial qualifications approved by the Office of Personnel Management (OPM)
- Selectee will serve a one-year probationary period.
- The selectee will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.
- Veterans preference does not apply to the Senior Executive Service.
- U.S. Citizenship is required.

General Information: The Broadcasting Board of Governors (BBG) is an independent federal agency that supervises all U.S. government-supported, non-military international broadcasting, including the Voice of America (VOA); Radio Free Europe/Radio Liberty (RFE/RL); the Middle East Broadcasting Networks (MBN, including Alhurra TV and Radio Sawa); Radio Free Asia (RFA); and the Office of Cuba Broadcasting (Radio and TV Marti).

The Office of the Chief Financial Officer is responsible for the direction of all budgeting, accounting, strategic management, and financial management operations for all of the Agency's programs.

MAJOR DUTIES:

The incumbent serves as the Deputy Chief Financial Officer (CFO) for the Broadcasting Board of Governors (BBG), and as such participates in the planning, directing and coordinating of all budgeting, strategic, accounting, and financial management operations for the Agency.

Provides expert advice and assistance to the CFO on the (1) formulation, presentation, justification and execution of the Agency's total budget, (2) the management of all Agency-wide financial operations, including the Agency's annual audit, and (3) strategic management, including the development of annual performance plans and other performance management requirements.

Provides advice to top Agency officials on long-range budgetary and financial management plans.

Oversees the administration of the leave accounting program and the payroll of domestic staff. Ensures the operational compliance of a worldwide financial management and reporting system and resolves highly specialized finance and accounting problems which arise in either the domestic or overseas activities of the Agency.

Provides leadership and direction to the supervisors and staff of the Office of the Chief Financial Officer, including planning and assigning work, assessing performance, providing feedback, and ensuring staff members have appropriate training and guidance.

Eligibility Requirements: If the successful applicant is a current Federal employee, he or she must be willing to enter the Senior Executive Service. If the successful applicant is an Agency Foreign Service employee, he/she will be retained on their Foreign Service appointment.

PLEASE NOTE: Current career senior executives, Qualification Review Board (QRB) certified graduates of an SES candidate development program, and individuals with SES reinstatement eligibility may be considered noncompetitively for appointment to this position if they meet the mandatory professional/technical qualifications requirements. Proof of noncompetitive eligibility is required. (SF-50 or QRB certification).

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):

The applicant must file a **separate narrative** response for each ECQ. In responding to each ECQ statement, please structure your responses in terms of a specific problem or goal (CHALLENGE); the environment in which you worked to tackle the problem or goal (CONTEXT); the specific actions taken (ACTION); and the outcome from such actions (RESULTS). Please provide at least two (2) examples for each area, where practical. **The total response to all ECQs MUST NOT EXCEED 10 PAGES.** For additional information on ECQ's beyond the information provided in this document, go to website <http://www.opm.gov/ses/recruitment/ecq>.

ECQ 1. Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. **Competencies:** Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision.

ECQ 2. Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. **Competencies:** Conflict Management, Leveraging Diversity, Developing Others, Team Building.

ECQ 3. Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. **Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility.

ECQ 4. Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically. **Competencies:** Financial Management, Human Capital Management, Technology Management.

ECQ 5. Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, or international organizations to achieve common goals. **Competencies:** Partnering, Political Savvy, Influencing/Negotiating.

PROFESSIONAL/TECHNICAL QUALIFICATIONS (PTQs)

The applicant must file a **separate narrative response** for each PTQ and must cite examples in support of their response.

Essential (Mandatory)

Experience in the direction and supervision of a financial management staff which demonstrates the ability to develop and administer the Agency's budget, financial management activities, and management and accountability and internal controls.

Knowledge of accounting principles, budget execution, financial and management analysis, and systems development to ensure compliance with the Chief Financial Officer's Act of 1990, Federal Financial Integrity Act of 1982, the Government Performance and Results Act, and OMB Circular No. A-123, Management Accountability and Control.

Thorough knowledge of federal strategic and performance management requirements, including those established by OMB and Congress such as the Government Performance and Results Act and Performance and Accountability Report requirements.

Experience with the Congressional review process and oversight of the Agency's integrated performance budget and financial management, including the authorization, appropriations, and the Congressional budget overview phases, as well as Congressional financial oversight.

Desirable

Knowledge of domestic and international affairs and U.S. foreign policy objectives.

Experience as a certified internal auditor, a certified public accountant, or as a certified government financial manager.

All Applicants Must Submit:

- A completed, current OF-612 or resume.
- A memorandum describing your long-term goals.
- Detailed evidence of your possession of the Executive Core Qualifications.
- Detailed evidence of your possession of the Professional/Technical Qualifications.
- The names and addresses of three current and/or former first or second level supervisors who have direct knowledge of your background and qualifications. These supervisors may be contacted to obtain an appraisal of your management skills.
- A copy of your most recent performance appraisal, if applicable.
- As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
- Current or former Federal employees must submit a copy of your most recent SF-50, Notification of Personnel Action.

Please fax, mail or deliver application materials to:

The International Broadcasting Bureau
OHR, Room 1543
330 Independence Avenue, SW
Washington, DC 20237
Fax Number: (202) 382-7541

**If you desire additional information, please contact: Carroll Cobb
(202) 382-7518 or by e-mail at ccobb@bbg.gov.**

Evaluation: The applications determined to be best qualified will be reviewed by the Executive Resources Board and forwarded to the selecting official. The final selection is subject to OPM approval.

Drug Test: A pre-employment drug test is required for a non-BBG applicant selected for this position. Appointment is contingent upon a negative drug test.

Relocation expenses may be paid.

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER